

UK Biobank Resource Access Management System (AMS)

User Guide: Getting Started

Introduction

UK Biobank is a tool for health research and has been set up as an open access Resource. The Resource is available to all *bona fide* researchers for all types of health-related research that is in the public interest, without preferential or exclusive access. Researchers can register with UK Biobank, and apply to access the Resource via our Resource Access Management System (AMS).

This User Guide is designed to give you an overview of the Registration and Application process and provide basic instruction on how to navigate the AMS.

Suggestions and information for new users:

- Have a printout of this user guide to hand when you first use the AMS.
- Read the background information about UK Biobank, and details on our Access Procedures on www.ukbiobank.ac.uk or via a link on the AMS 'Sign In' and 'Home' pages.
- Please ensure that you have the following:
 - An electronic copy of your *Curriculum Vitae* to upload during Registration submission. The UK Biobank Access Team will not be able to complete the registration checks without this.
 - Details of up to 5 peer-reviewed publications that you are named on. Students without publications should upload a letter from their tutor/supervisor confirming they will be supervising on any projects involving UK Biobank data.
 - Use the Institute email address for the collaborators you intend to name on an application;
- Processing the Preliminary Application starts after the initial fee has been paid.
- The researcher submitting an application is automatically assigned as Applicant Principal Investigator (PI) to the project and is required to sign a Material Transfer Agreement.

If you have any further queries, or you have encountered any problems or faults, please email the Access Team at access@ukbiobank.ac.uk. The Access Team is available Monday – Friday between 9am and 5pm.

INDEX

- [Registering and Applying to use the Resource](#)
- [Create an Account](#)
- [Register](#)
- [Amending your Details](#)
- [Forgotten Password / Account Locked](#)
- [Accepting / Declining Collaborator Invitations](#)
- [Printing your Application](#)
- [Preliminary Application:-](#)
 - ['Part 1 of 3 Initial Information'](#)
 - ['Part 2 of 3 Collaborators'](#)
 - ['Part 3 of 3 Payment / Shipping Information'](#)
 - ['Make Payment'](#)
- [Amending an Application \(unlocked by the Access Team for amendments\)](#)
- [Main Application:-](#)
 - ['Part 1 of 4 Initial Information'](#)
 - ['Part 2 of 4 Collaborators'](#)
 - ['Part 3 of 4 Materials'](#)
 - ['Final Confirmation' \(Part 4 of 4\)](#)
- [Data Release](#)

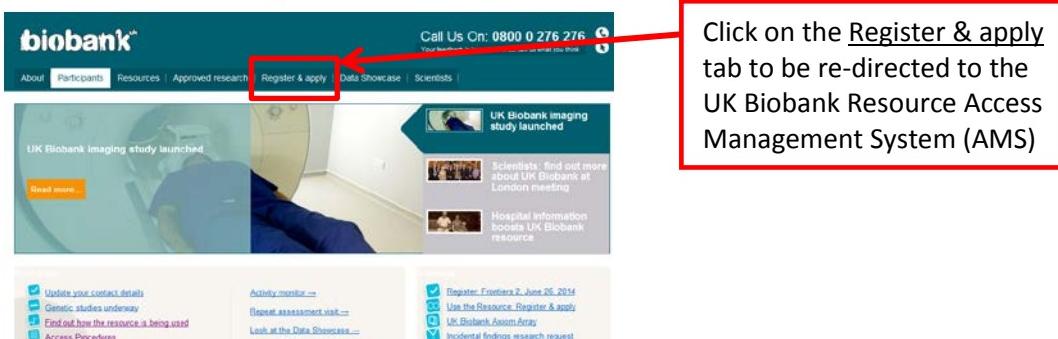
• Registering and Applying to use the Resource

There are 6 steps to using the UK Biobank Resource:

1. **Registration:** To confirm the identity of each person intending to use the Resource and to check their bona fides before registering them as a potential user.
2. **Preliminary Application:** To allow researchers to determine: (i) whether their proposed research use is likely to be approved; (ii) whether the Resource contains the data and/or samples required for their proposed research; and (iii) the indicative cost of obtaining such data and/or samples (e.g. in preparation for a funding application).
3. **Main Application:** To allow UK Biobank to assess: (i) whether the proposed research use meets the required criteria for access (including legal and ethics standards); (ii) whether the amount of depletable sample required is scientifically justified; and (iii) the cost of providing such data and/or samples.
4. **Access Sub-Committee (ASC) formal review:** The ASC is a sub-committee of the UK Biobank Board, and is responsible for making the key access decisions, notably those regarding the use of depletable samples or potentially contentious research. The ASC meets on a quarterly basis.
5. **Material Transfer Agreement (MTA):** For approved applications, the MTA will need to be executed and access charges paid before release of data and/or samples to the Approved Researcher.
6. **Sample / Data Release:** Materials will only be released following payment and execution of the MTA. Data will typically be released on a monthly basis, whereas samples will typically be released on a quarterly basis.

• Create an Account

Researchers can register and apply to access the Resource via the UK Biobank website (www.ukbiobank.ac.uk):



Click on the Register & apply tab to be re-directed to the UK Biobank Resource Access Management System (AMS)

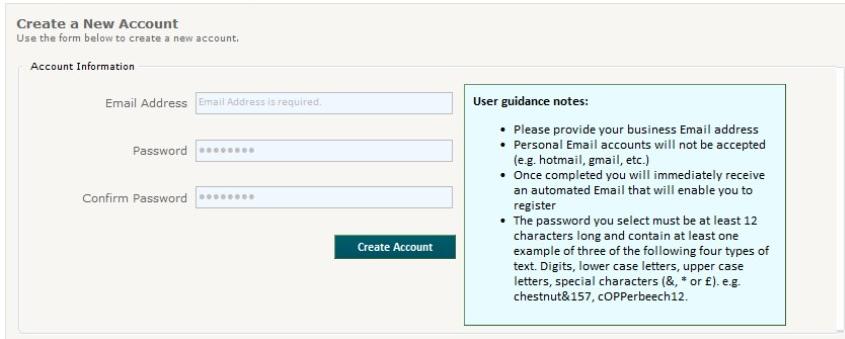
Clicking Register & apply will re-direct researchers to the UK Biobank Resource AMS 'Sign In' page:



The above page allows researchers to create an account, or sign in to their existing account. Researchers can also request a password reset if required.

- a. In order to create an account, click the Register Button.
- b. You will be re-directed to the screen below where you will need to enter your personal business Email address and a password of your choice. Please note that UK Biobank will not approve Registrations from personal Email accounts, for example Hotmail, gmail etc.
- c. Password criteria is detailed in the User guidance notes box on this screen.

d. Click Create Account.



Create a New Account
Use the form below to create a new account.

Account Information

Email Address Email Address is required.

Password #####

Confirm Password #####

Create Account

User guidance notes:

- Please provide your business Email address
- Personal Email accounts will not be accepted (e.g. hotmail, gmail, etc.)
- Once completed you will immediately receive an automated Email that will enable you to register
- The password you select must be at least 12 characters long and contain at least one example of three of the following four types of text. Digits, lower case letters, upper case letters, special characters (&, * or £), e.g. chestnut&157, COPPerbeech12.

e. A message screen will appear stating:

"EMAIL VALIDATION

Thank you for your registration.

A message has been sent to the Email address that you have provided.

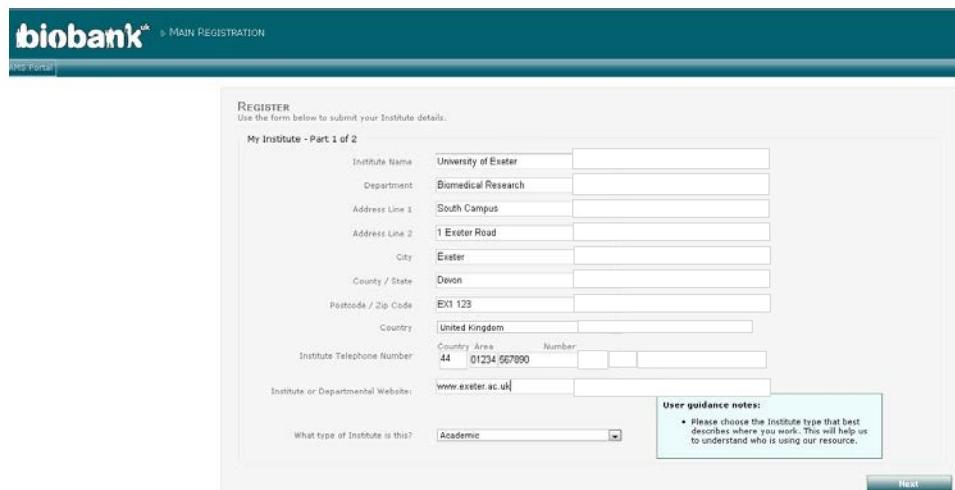
Please check your email to activate your registration"

An automatic email will be sent to the provided Email address. Please check your junk email folder if this does not appear to have been received. Clicking on the hyperlink in the Email will activate your AMS account.

• Register

Once you have created and activated your account, sign back in to AMS and complete the 2 page Registration Form. To sign in to your account enter the email address and password used to create the account and click Sign In. You will automatically be directed to the Registration Form below:

Part 1 of 2



REGISTER
Use the form below to submit your Institute details.

My Institute - Part 1 of 2

Institute Name	University of Exeter
Department	Biomedical Research
Address Line 1	South Campus
Address Line 2	1 Exeter Road
City	Exeter
County / State	Devon
Postcode / Zip Code	EX1 123
Country	United Kingdom
Institute Telephone Number	44 01234 567890
Institute or Departmental Website:	www.exeter.ac.uk

User guidance notes:

- Please choose the Institute type that best describes where you work. This will help us to understand who is using our resource.

What type of Institute is this?

Next

- The following fields in Part 1 are mandatory:** - 'Institute Name', 'Department', 'Postcode' and 'Institute or Departmental website'.
- Once '**My Institute – Part 1 of 2**' has been completed please click Next which will direct you to the final page of the Registration Form.

Part 2 of 2

REGISTER
Use the form below to add your personal details.

My Information - Part 2 of 2

Title	Professor	User guidance notes:
First Name	Edward	<ul style="list-style-type: none"> Please provide a direct telephone number. Please provide PubMed references as seven or eight digit codes. Provide a recent copy of your curriculum vitae as either a Word (.DOC or .DOCX) or .pdf document. Once you have confirmed the accuracy of the information, please submit your registration. We will confirm the information you have provided and contact you shortly to proceed to the next stage. If you have them, please provide PubMed references
Middle Name(s)	Darney	
Last Name	Jones	
Copy Institution Address	<input checked="" type="checkbox"/>	
Institute	University of Exeter	
Department	Biomedical Research	
Address Line 1	South Campus	
Address Line 2	1 Exeter Road	
City	Exeter	
County/State	Devon	
Postcode / Zip Code	EX1 123	
Country	United Kingdom	
Country Area - Number	44 01234 567	
Telephone Number	12345678 24567890 34567853 41245689 56412568	
If you have them, please provide up to five PubMed references(PMID), these can be found using the search facility within the following link: http://www.ncbi.nlm.nih.gov/pubmed/		
<input type="checkbox"/> 1 12345678 <input type="checkbox"/> 2 24567890 <input type="checkbox"/> 3 34567853 <input type="checkbox"/> 4 41245689 <input type="checkbox"/> 5 56412568		
Please provide a recent copy of your curriculum vitae <input type="text" value="C:\Users\sterling\CV.doc"/>		
Do you confirm that the information provided in this registration is correct and accurate? <input type="checkbox"/>		
Previous Submit		

- c. **The following fields in Part 2 are mandatory:** - 'First Name', 'Last Name', 'Institute', 'Department', 'Postcode' and 'Do you confirm that the information provided in this registration is correct and accurate?'

You will not be able to progress if the mandatory fields are not completed. Blank mandatory fields will be indicated by a red asterix next to the field (*), a warning message in red at the top of the screen, and a warning pop-up box. Both warning messages will state which field(s) requires completing.

An electronic copy of your *Curriculum Vitae* (CV) should be uploaded as part of the Registration. Only PDF, .doc or .docx documents are accepted.

Click [Previous](#) to return to Part 1 or [Submit](#). When you click [Submit](#) the on-screen message will confirm the submission and state that the UK Biobank Access Team will aim to complete the registration checks within 10 working days. An automatic email will also be sent to confirm submission.

The Access Team will process your registration and inform you of approval or otherwise by email. Please note that if the Access Team needs to seek further information (e.g. request a CV if not provided, confirm contact details etc.) then the registration approval process will be prolonged.

Once your Registration has been approved (and you have received confirmation via email) you will then be able to submit a new application, or accept/decline collaborator invitations.

• Amending your details

Once your Registration has been approved, you will be able to amend your contact details (except email address and Institute name) in the [User Settings](#) tab of your AMS 'Home Page'.



Welcome to the UK Biobank Resource Access Management System

Using this page, you can make a new application to use the UK Biobank Resource by clicking on the [New Application](#) button. If you have made previous applications they are listed below and you can check or uncheck them by clicking on the appropriate reference number.

If you are making a new application you will view and select data and/or samples for your research from the [online catalogue](#) of the UK Biobank Resources.

The preliminary application stage is designed so that we can quickly give you an indication of the likelihood of a main application being successful and an estimation of associated costs.

Once the main application has been successfully completed we can then release data and/or samples to you.

User guidance notes:

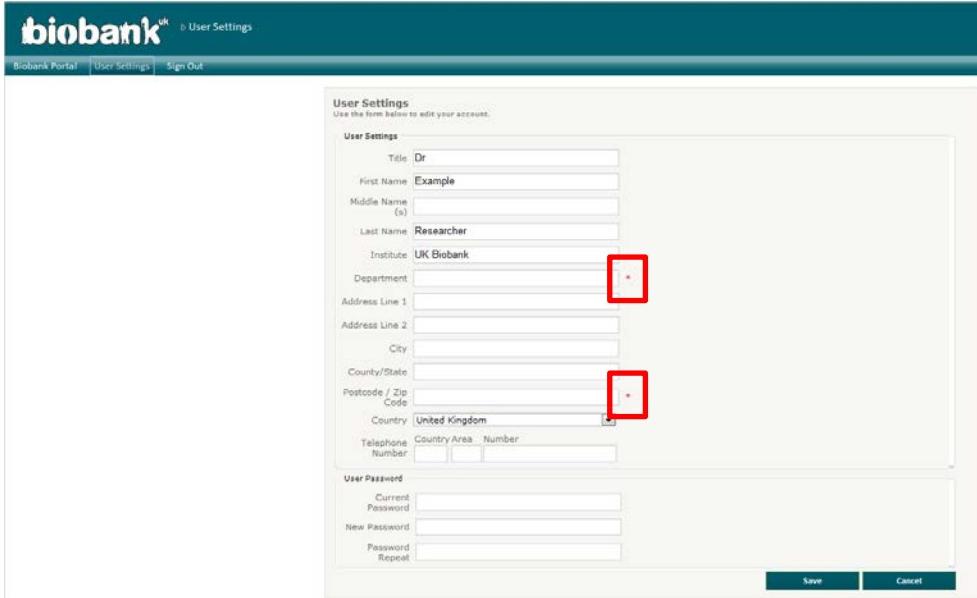
Before you start a new application, it would be helpful to:

- Ostain the business Email(s) of any Collaborators
- Inform your Collaborators that they will also need to register before your application will be considered
- If you have been invited to be a Collaborator on another application, you will see an entry under "Application Invitations". You can check to see if you have accepted their participation
- Note that, following validation of a new application, you will be able to request an invoice in order to pay the required fee. An online payment facility is coming soon



[Application Invitations](#)
[Applications](#)

Clicking on User Settings will redirect you to the page below:-



User Settings
Use the form below to edit your account.

User Settings

Title: Dr
 First Name: Example
 Middle Name (s):
 Last Name: Researcher
 Institute: UK Biobank
 Department: *
 Address Line 1:
 Address Line 2:
 City:
 County/State:
 Postcode / Zip Code: *
 Country: United Kingdom
 Telephone Number: *
 User Password
 Current Password:
 New Password:
 Password Repeat:

Save **Cancel**

Please note that mandatory fields will be denoted with a red asterix (*) if the field is empty.

Researchers are also able to change their passwords in the ‘User Password’ section of this page. AMS requires the researcher to enter their current password as well as their new password in order to make this change. Click Save to save your changes or Cancel to cancel your actions.

• Forgotten Password / Account Locked

If you have forgotten your AMS password a new password can be automatically sent by clicking Forgotten Password? on the AMS ‘Sign In’ page. This hyperlink can also be used to unlock your account after too many incorrect password attempts.



Welcome to the UK Biobank Resource Access Management System

This tool will take you through the various stages that you will need to complete to obtain access to the UK Biobank Resource. The system has been designed to guide you through the process when you are ready to apply and to enable you to communicate with the Resource managers at UK Biobank if you need assistance or have questions on the process or your application. On each page you will see some user guidance notes explaining how to complete that stage – it is worth reading these carefully before you start to complete the forms.

The complete UK Biobank Access Policy and Procedures can be downloaded by clicking on the link below.

[UK Biobank Access Policy and Procedures](#)

Sign In

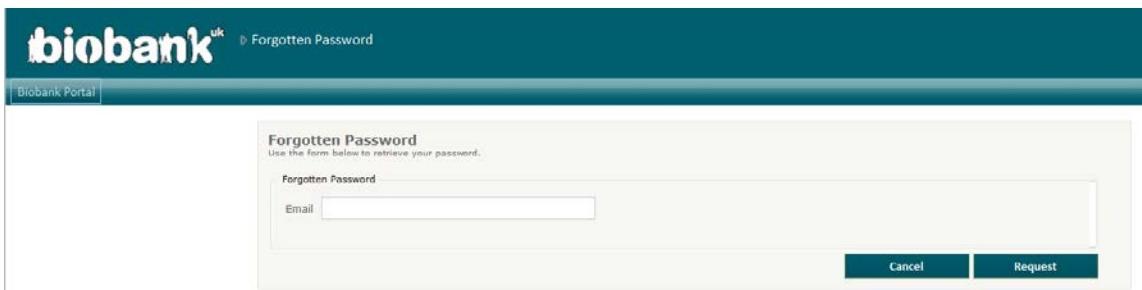
Email:
 password: Forgotten Password? **Sign In**

New to UK Biobank? Register here. **Register**

User guidance notes:

- If you have not previously registered on this site, please click on the register button.
- If you have previously registered, please sign in with your Email and password.

Clicking the Forgotten Password? hyperlink will redirect you to the page below.



Forgotten Password
Use the form below to retrieve your password.

Forgotten Password

Email:

Cancel **Request**

A reset password can be requested by entering the email address that you used to create your account and by clicking Request. Clicking Cancel will cancel your actions and return you to the AMS ‘Sign In’ page.

An automatic email with the new password will be sent straight away (please check your ‘spam/junk’ folder for this if not received). The new password can then be used in conjunction with your email address to log in to the AMS. Please see ‘**Amending your details**’ for guidance on how to change your reset password.

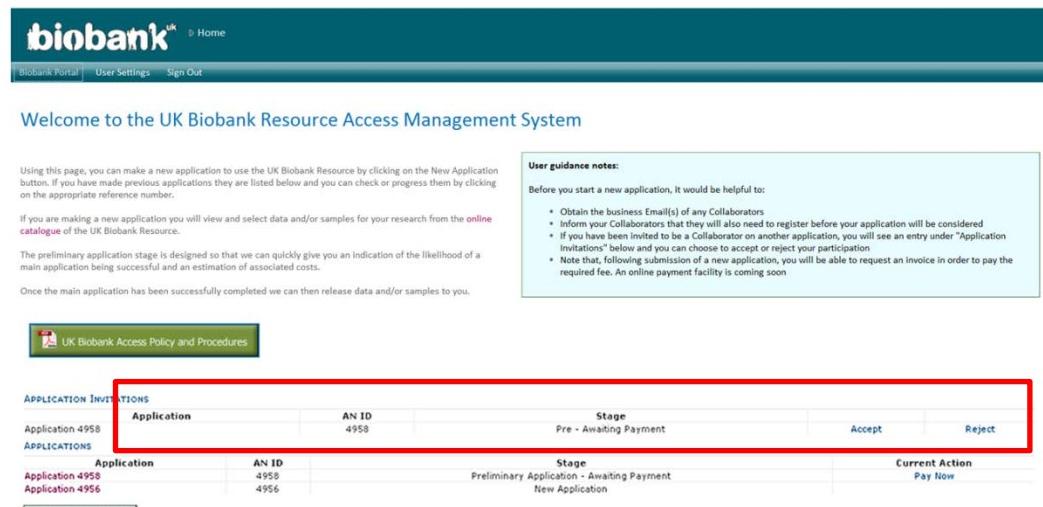
• Accepting / Declining Collaborator Invitations

If you have been named as a Collaborator you will be notified via an automatic email when the application is submitted. The email will provide you with the following information:-

1. Application Number
2. The Principal Applicant’s name and Institution
3. The project Lay Summary

The email will also explain how to accept/decline the invitation. Please note that in order to do this you will need to have an *approved* Registration with UK Biobank.

Please log in to the AMS if you are an Approved Researcher (or follow the steps to ‘Create an account’ and ‘Register’). Collaborator invites will be visible on your AMS ‘Home Page’ in the ‘Application Invitations’ section. By clicking the Application Number you can read the Application but you will not be able to make amendments. Click the UK Biobank logo to return to your ‘Home Page’ and click the relevant Accept or Reject hyperlink to respond to collaborator invitations. A pop-up box will appear asking you to confirm your choice. Click Save to action your response or Cancel to cancel your actions.



Application	AN ID	Stage	Accept	Reject
Application 4958	4958	Pre - Awaiting Payment		
Application 4955	4955	Preliminary Application - Awaiting Payment		
Application 4956	4956	New Application		

• Printing your Application

You will be able to print a PDF version of your application via your AMS ‘Home Page’. Click on the Print to PDF hyperlink next to the relevant application.

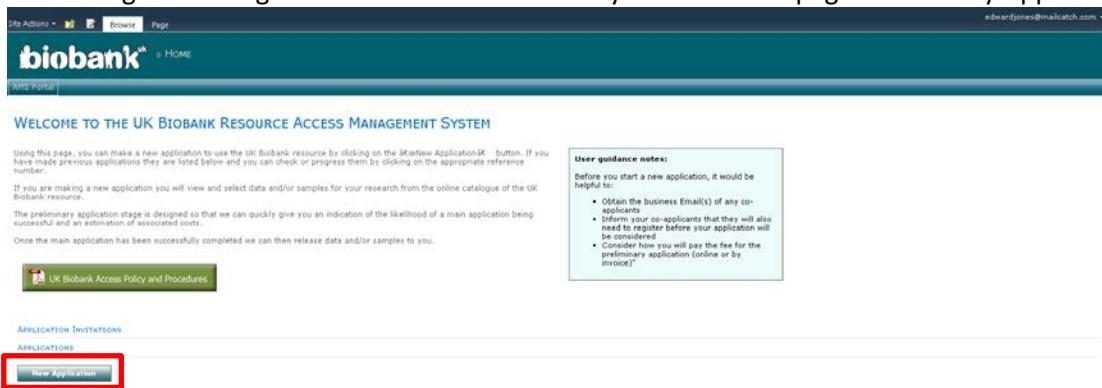


Application	Stage	Current Action
2589	Preliminary Application - Adjudication In Progress	PRINT TO PDF
2354	Main Application - Adjudication In Progress	
91	New Application	

A summary of your application will open as a PDF which you can print.

● Preliminary Application

When your Registration has been approved, a New Application button will become visible on your AMS 'Home Page'. Clicking on this button will re-direct you to the four page Preliminary Application Form:



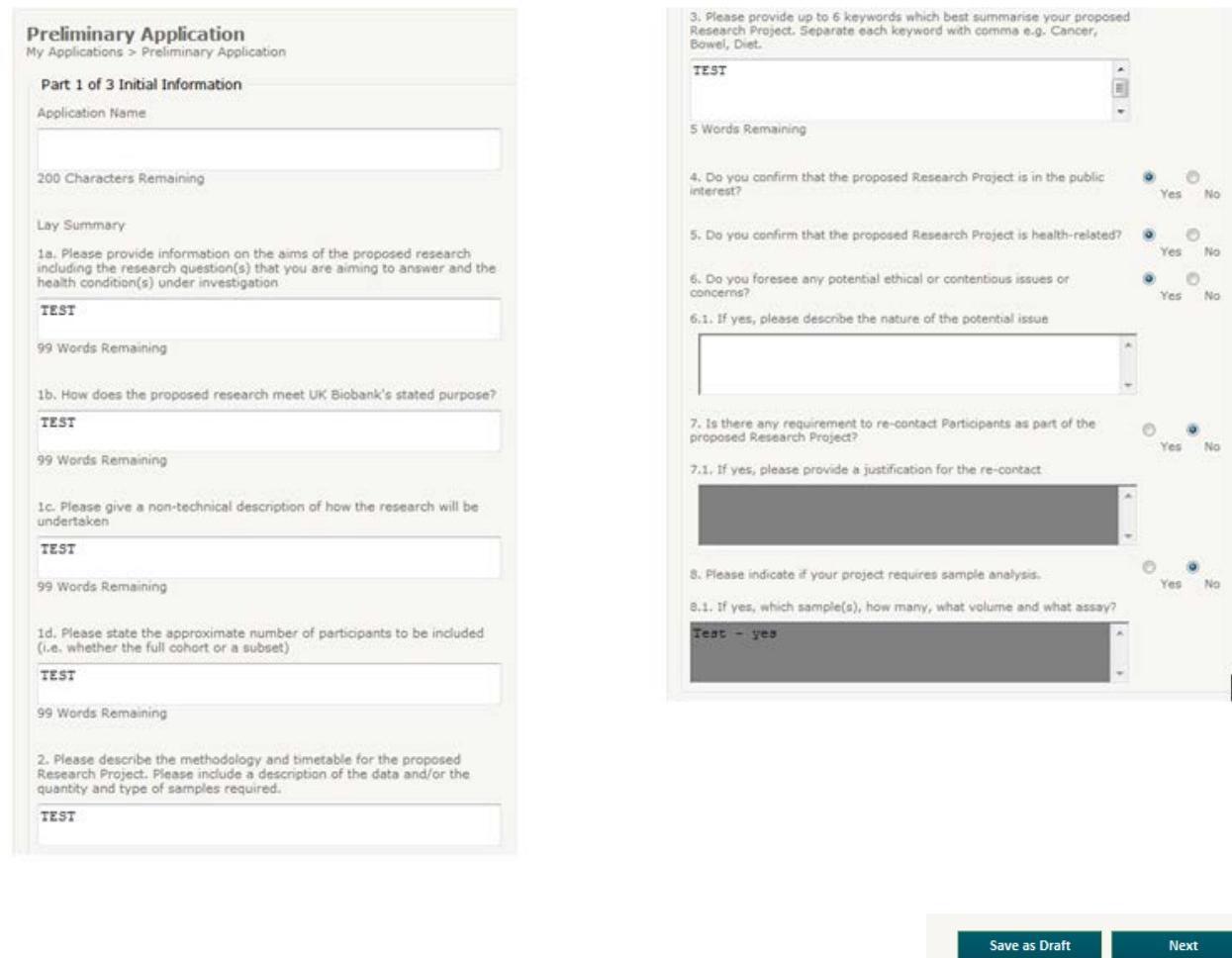
The screenshot shows the 'APPLICATIONS' section of the AMS. A red box highlights the 'New Application' button, which is located under the 'APPLICATIONS' heading. To the right of the button, there is a 'User guidance notes' box containing instructions for starting a new application.

'Part 1 of 3 Initial Information':-

- a. **The following fields are mandatory:-** 'Lay Summary', 'Methodology and Timetable', Confirmation that the proposed Research project is in the 'public interest' and is 'health-related'.

You will not be able to proceed to Part 2 if the mandatory fields are empty (a small red asterix will be displayed to indicate empty fields).

Clicking Save as Draft will save your application and return you to your AMS 'Home Page'. Click Next to proceed to Part 2.



Preliminary Application
My Applications > Preliminary Application

Part 1 of 3 Initial Information

Application Name
TEST
200 Characters Remaining

Lay Summary
1a. Please provide information on the aims of the proposed research including the research question(s) that you are aiming to answer and the health condition(s) under investigation
TEST
99 Words Remaining

1b. How does the proposed research meet UK Biobank's stated purpose?
TEST
99 Words Remaining

1c. Please give a non-technical description of how the research will be undertaken
TEST
99 Words Remaining

1d. Please state the approximate number of participants to be included (i.e. whether the full cohort or a subset)
TEST
99 Words Remaining

2. Please describe the methodology and timetable for the proposed Research Project. Please include a description of the data and/or the quantity and type of samples required.
TEST

3. Please provide up to 6 keywords which best summarise your proposed Research Project. Separate each keyword with comma e.g. Cancer, Bowel, Diet.
TEST
5 Words Remaining

4. Do you confirm that the proposed Research Project is in the public interest?
 Yes No

5. Do you confirm that the proposed Research Project is health-related?
 Yes No

6. Do you foresee any potential ethical or contentious issues or concerns?
 Yes No

6.1. If yes, please describe the nature of the potential issue
TEST

7. Is there any requirement to re-contact Participants as part of the proposed Research Project?
 Yes No

7.1. If yes, please provide a justification for the re-contact
TEST

8. Please indicate if your project requires sample analysis.
 Yes No

8.1. If yes, which sample(s), how many, what volume and what assay?
Test - yes

Save as Draft **Next**

'Part 2 of 3 Collaborators':-

As Applicant PI for your research project, you should add all collaborators that will be working with UK Biobank data. The 'First Name', 'Last Name' and 'Email' fields are mandatory. Click Add Collaborator to add the collaborator to your Preliminary Application.

Please note that you will need to ensure that you use the collaborators personal Institute email address that was/will be used for their registration i.e. not @gmail. Incorrectly added collaborators can be removed by clicking the Remove hyperlink next to the relevant collaborator.

Preliminary Application
My Applications > Preliminary Application

Part 2 of 3 Collaborators

Title	First Name	Last Name	Institute	Email			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Collaborator		
Title Miss	First Name Test	Last Name Collaborator	Institute A N Other Institute	Email test.collaborator@anois.com	Status Pending	Give Edit Access	Remove

Please click Add Collaborator to save details.

User guidance notes:

- Please provide the business Emails of any Collaborators.
- Inform your Collaborators that they will also need to register before your application will be considered.
- Please note that your nominated Collaborators will only be able to edit the application after it has been submitted to UK Biobank and they have accepted their Collaborator invite in the Access Management System.
- The Applicant Principal Investigator cannot be added as a collaborator.

[Previous](#) [Save as Draft](#) [Next](#)

Click Previous to return to Part 1, Save as Draft to save the Preliminary Application and return to the AMS 'Home Page' or Next to proceed to Part 3.

'Part 3 of 3 Payment / Shipping Information':-

This section allows you to enter your Payment address. Clicking the Same as My Institute tick box will populate the Institute address that you entered in your Registration Form.

Preliminary Application
My Applications > Preliminary Application

Part 3 of 3 Payment / Shipping Information

Payment

Same as My Institute

Institute Name
 Department
 Address Line 1
 Address Line 2
 City
 County / State
 Country

Postcode / Zip Code

Shipping address different than billing address?

Do you confirm that the information provided in this application is correct and accurate?

User guidance notes:

- Once you click "Submit" you will be returned to your AMS Home Page and can click the hyperlink "Make Payment" and you will be taken to a page where you can make payment online or request an invoice.

[Previous](#) [Save as Draft](#) [Submit](#)

Please note that the section 'VAT Status' will only be visible if the Country in the payment section is a member of the EU. Please refer to '[UK Biobank's VAT position and the impact on researchers](#)' on the UK Biobank website for further details regarding VAT.

The Shipping address will be the same as the billing address unless the Shipping address different than billing address? tick box is checked. If checked, new address fields that require populating will become visible.

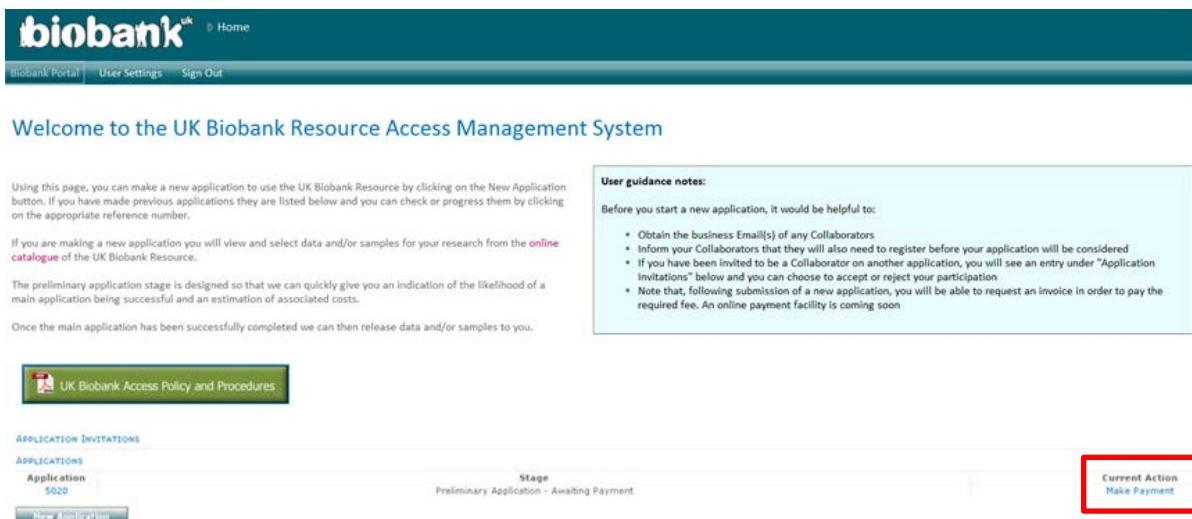
Please note that the following fields are mandatory:-

1. 'Institute Name'
2. 'Department'
3. 'Postcode'
4. 'Do you confirm that the information provided in this application is correct and accurate?'

Click Previous to return to Part 3, Save as Draft to save the Application and return to the AMS 'Home Page' or Submit to submit the Preliminary Application.

'Make Payment'

Once you have submitted a Preliminary Application you will be returned to the AMS 'Home Page'. Under 'Current Action' a Make Payment hyperlink will be visible. Please click on this hyperlink to request an invoice (Online Payment will be available shortly). Please note that the Access Team are unable to commence adjudication of your Preliminary Application until the Preliminary Invoice has been paid.



Welcome to the UK Biobank Resource Access Management System

User guidance notes:

Before you start a new application, it would be helpful to:

- Obtain the business Email(s) of any Collaborators
- Inform your Collaborators that they will also need to register before your application will be considered
- If you have been invited to be a Collaborator on another application, you will see an entry under "Application Invitations" below and you can choose to accept or reject your participation
- Note that, following submission of a new application, you will be able to request an invoice in order to pay the required fee. An online payment facility is coming soon

Using this page, you can make a new application to use the UK Biobank Resource by clicking on the New Application button. If you have made previous applications they are listed below and you can check or progress them by clicking on the appropriate reference number.

If you are making a new application you will view and select data and/or samples for your research from the online catalogue of the UK Biobank Resource.

The preliminary application stage is designed so that we can quickly give you an indication of the likelihood of a main application being successful and an estimation of associated costs.

Once the main application has been successfully completed we can then release data and/or samples to you.

UK Biobank Access Policy and Procedures

APPLICATION INVITATIONS

APPLICATIONS

Application
5020

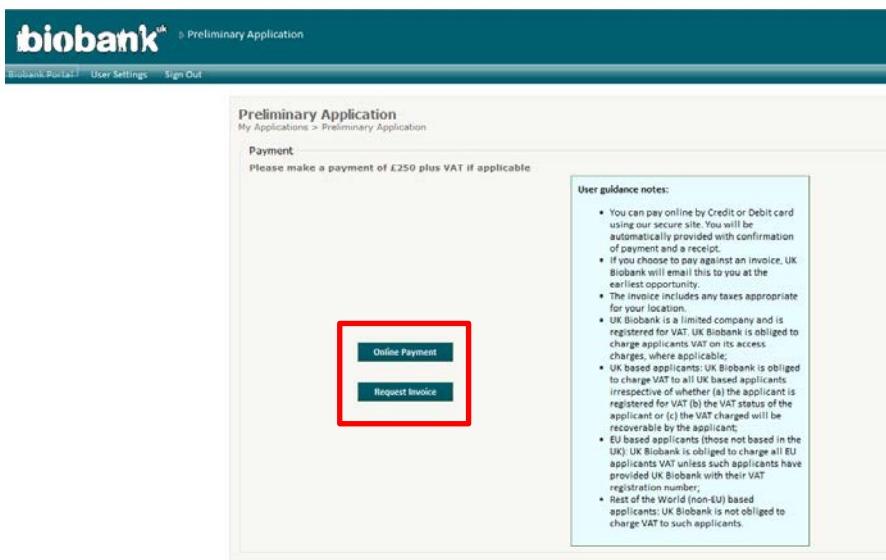
Stage

Preliminary Application - Awaiting Payment

New Application

Current Action
Make Payment

Clicking the Make Payment hyperlink will redirect you to the screen below.



Preliminary Application

My Applications > Preliminary Application

Payment

Please make a payment of £250 plus VAT if applicable

Online Payment

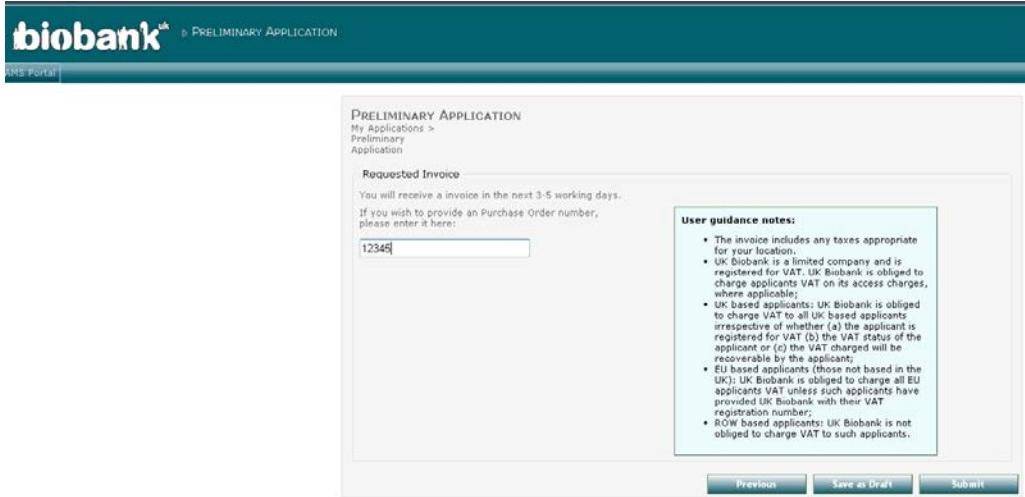
Request Invoice

User guidance notes:

- You can pay online by Credit or Debit card using our secure site. You will be automatically provided with confirmation of payment and a receipt.
- If you choose to pay against an invoice, UK Biobank will email this to you at the earliest opportunity.
- The invoice includes any taxes appropriate for your location.
- UK Biobank is a limited company and is registered for VAT. UK Biobank is obliged to charge applicants VAT on its access charges.
- UK based applicants: UK Biobank is obliged to charge VAT to all UK based applicants irrespective of whether (a) the applicant is registered for VAT (b) the VAT status of the applicant or (c) the VAT charged will be recoverable by the applicant.
- EU based applicants (not based in the UK): UK Biobank is obliged to charge all EU applicants VAT unless such applicants have provided UK Biobank with their VAT registration number;
- Rest of the World (non-EU) based applicants: UK Biobank is not obliged to charge VAT to such applicants.

- If you choose Online Payment you will be redirected to SagePay where you can pay by card; UK Biobank will email you an invoice marked 'paid' as soon as possible.
- If you choose Request Invoice just 1 click is required and UK Biobank will be notified to generate an invoice which will be emailed to you as soon as possible.

If you have selected Request Invoice you will be redirected to the screen below which gives you the option of providing a Purchase Order (PO) number. Please note that clicking Previous will return you to the Payment screen above, clicking Save as Draft will save any PO number that you have entered but will not request an Invoice, and clicking Submit will request an Invoice.



PRELIMINARY APPLICATION
My Applications >
Preliminary Application

Requested Invoice
You will receive a invoice in the next 3-5 working days.
If you wish to provide an Purchase Order number,
please enter it here:

12345

User guidance notes:
 • The invoice includes any taxes appropriate for your location.
 • UK Biobank is a limited company and is registered for VAT. UK Biobank is obliged to charge applicable VAT on its access charges, where applicable.
 • UK based applicants: UK Biobank is obliged to charge VAT to all UK based applicants irrespective of (a) whether the applicant is registered for VAT (b) the VAT status of the applicant or (c) the VAT charged will be recoverable by the applicant;
 • EU based applicants (those based in the UK): UK Biobank is obliged to charge all EU applicants VAT unless such applicants have provided UK Biobank with their VAT registration number;
 • ROW based applicants: UK Biobank is not obliged to charge VAT to such applicants.

Previous Save as Draft Submit

• Amending an application (unlocked by the Access Team for amendments)

The Access Team will notify you by email if your Application requires amendment. The application will be locked once adjudication is in progress i.e. it is read only. When the Access Team unlocks your application you will be able to amend the information within it. Once you have made the amendments ensure you re-click the Submit button in Part 3. Please note that clicking the Submit or Save as Draft button re-locks your application.

• Main Application

The Access Team invite you to submit a Main Application once your Preliminary Application has been approved in principle. A Main Application can be started by the Applicant PI logging back in to the AMS using their password and email address then clicking on the Application Number hyperlink on the 'Home Page'.



Welcome to the UK Biobank Resource Access Management System

User guidance notes:
Before you start a new application, it would be helpful to:
 • Obtain the business Email(s) of any Collaborators
 • Inform your Collaborators that they will also need to register before your application will be considered
 • If you have been invited to be a Collaborator on another application, you will see an entry under "Application Invitations" below and you can choose to accept or reject your participation
 • Note that, following submission of a new application, you will be able to request an invoice in order to pay the required fee. An online payment facility is coming soon

UK Biobank Access Policy and Procedures

APPLICATION INVITATIONS	APPLICATIONS	Stage	Current Action
	Application 5020	Preliminary Application - Approved	Main Application Ready
New Application			

'Part 1 of 4 Initial Information'

Please note that all fields (except the document upload fields) are mandatory.

Main Application

My Applications > Main Application

Part 1 of 4 Initial Information

Please provide information on: the aims of the research (including the health condition(s) under investigation); how it meets UK Biobank's stated purpose, a non-technical description of how it will be undertaken; and an approximate number of participants included (i.e. whether it is the full cohort, or a subset).

test

Amend

300 Words Remaining

1. Please provide details of the Scientific Rationale

test

2. Please provide details of any pilot studies you have undertaken which will support this application

test

3. Please provide details of any experiments and their design, which will support this application

test

4. Please provide details of any power calculations you have made to support this application

test

5. Please provide details regarding the expected value of any results

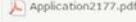
test

6. Please provide any relevant references which support your justification

Browse ...

Upload

Uploaded Files:



7. Please confirm that you have procedures in place to handle participant withdrawals

Yes No

7.1 If no, please describe how you will rectify this

test

8. Will you require any Sample analysis to be performed as part of your research project?

Yes No

9. Please confirm that you have security procedures in place to manage access to data

Yes No

9.1 If no, please describe how you will rectify this

test

10. Please confirm that all data will be stored in a secure manner at all times [with password protection in place]

Yes No

10.1 If no, please describe how you will rectify this

test

11. Please confirm that the data will be protected by a well-configured firewall

Yes No

11.1 If no, please describe how you will rectify this

test

12. Please confirm that all computers will be protected by up to date antivirus/antispyware software

Yes No

12.1 If no, please describe how you will rectify this

test

13. Please confirm that data will be stored in an encrypted format at all times

Yes No

13.1 If no, please describe how you will rectify this

test

User guidance notes:

- You may amend the lay summary, which you provided during your preliminary application, if you wish to supply further detail. However you should ensure that the revisions do not materially change the overall project, as this may delay approval.

14. Please confirm that any off-site back-ups of the data are equally well secured
 Yes No

14.1 If no, please describe how you will rectify this
 [Redacted]

15. Expected Project Start Date

16. Expected Project End Date

17. Anticipated Publication Date

18. Has your proposed Research Project been subject to any scientific review? If yes, please upload supporting documents

 Uploaded files:
 courses.pdf

19. Has your proposed Research Project been subject to any ethical review? If yes, please upload supporting documents

20. Do you have any further letters of support you would like to provide? If yes, please upload

21. Has the required funding been granted yet?
 Yes No

If no, when is decision on funding expected?

As with the Preliminary Application clicking Save as Draft will save the application and return you to the AMS 'Home Page'. Clicking Next will take you to Part 2 of the Main Application.

'Part 2 of 4 Collaborators'

The Collaborators page of the Main Application Form is the same as Part 2 in the Preliminary Application. This page will include all collaborators named in the Preliminary Application Form. You will be able to remove or add more collaborators. Please refer to 'Preliminary Application: Part 2 of 4 Collaborators' for further information.

Main Application
 My Applications > Main Application

Part 2 of 4 Collaborators

Title	First Name	Last Name	Email	Add Collaborator
Professor	Example	Collaborator	example.collaborator@test.uk	<input type="button" value="Remove"/>

Please click Add Collaborator to save details.

User guidance notes:

- Please provide the business Emails of any Collaborators.
- Inform your Collaborators that they will also need to register before your application will be considered.

'Part 3 of 4 Materials'

This section allows you to select the data and/or samples that you wish to apply to access. This can be done by clicking Add Materials. Please refer to the Data Showcase User Guide on the UK Biobank website (www.ukbiobank.ac.uk) for information regarding how to navigate the Resource.

Part 3 also contains a free-text box where further information / instructions regarding the samples or data can be entered. If you are requesting samples, please ensure to indicate in this free-text box the number and volume of samples required, details of the end Labware that you require samples to be shipped in and any additional information that may be of use.

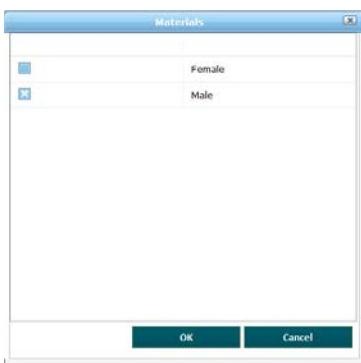
Click Previous to return to Part 2 of the Main Application, Save as Draft to save and return to the AMS 'Home Page' or Next to continue to Part 4. Please note that you cannot proceed to Part 4 of the Main Application without selecting at least one data-field.

- You can choose to Exclude Missing Values by inserting a tick next to the relevant data-field(s). This will exclude participants where UK Biobank does not have a value recorded (see User guidance notes).
- Data-fields can be removed by clicking the Remove hyperlink.
- Data-fields can be customised by clicking the Customise hyperlink next to the relevant data-field:-

Part 3 of 4 Materials

Add Materials					
ID Field Name	Type	Customised?	Exclude Missing Values?	Customise	Remove
31 Sex	Categorical (single)	<input type="checkbox"/>	<input type="checkbox"/>	Customise	Remove
20001 Cancer code, self-reported	Categorical (multiple)	<input type="checkbox"/>	<input type="checkbox"/>	Customise	Remove

If there are any further instructions regarding these datasets and/or samples then please provide details here:



A pop-up box (like the one to the left) will appear over the list of selected materials. Please click the customisation that you wish to apply to that field e.g. in the box to the left data-field 31 Sex has been customised to select male participants only.

Click OK to confirm the customisation or Cancel to cancel your actions.

Please note that customising a data-field will restrict your data set to only those participants who meet the customised criteria. Too much customisation may result in a blank output file.

'Final Confirmation' (Part 4 of 4)

The page below is the final stage of the Main Application Form. You will only be able to submit the application after confirming that all the information provided in the application is full and correct. If you try to submit the application without checking 'yes' a pop-up warning box will appear on screen.

It is recommended that researchers read the Terms and Conditions of the UK Biobank Material Transfer Agreement (MTA) which can be found within Annex II of our Access Procedures. The Access Procedures can be located via the hyperlink on this page or in the 'Resources' tab on the UK Biobank website (www.ukbiobank.ac.uk).

Click Previous to return to Part 3 of the Main Application, Save as Draft to save and return to the AMS 'Home Page' or Submit to submit your Main Application.

Final Confirmation

My Applications > Main Application

Do you confirm that all information provided in the application is full and correct

Yes No

We recommend that you read the terms and conditions described within the UK Biobank Material Transfer Agreement before submitting your application. These can be found within Annex II of the UK Biobank [Access Procedures](#)

Previous | **Save As Draft** | **Submit**

• Data Release

The Access Team will notify you by email when the dataset has been scheduled for extraction and release. Prior to data release the Applicant PI will be able to log in to the AMS, selecting the Data Collection hyperlink which will re-direct you in to the Data Showcase where the Downloads hyperlink can be selected.

This hyperlink allows access to the “Using UK Biobank Data” Manual and to fetch the various utilities (e.g. helper programs) in advance of having the dataset.

The Applicant PI will be notified by automatic email when the data is available to download. Data can be downloaded by logging in to the AMS and clicking the Data Collection hyperlink as before. This will pass you in to the Data Showcase where you can select Downloads to access your files. Please refer to the “Using UK Biobank Data” Manual for further information.

